

GENERAL INFORMATION/INSTRUCTIONS FOR FILING

MASSAGE THERAPY WORKSHOP

APPLICATION DEADLINE

Application must reach the Massage Therapy Board's office no later than 60 days before the start date of the workshop.

WORKSHOP

A Hawaii massage therapist with a current license for at least three (3) years is qualified to apply and conduct a massage therapy workshop. All massage therapists who teach at the workshop are required to have at least three (3) years of current licensure as a massage therapist. The workshop training is to be conducted at a currently licensed massage therapy establishment.

The workshop provider should ensure that the enrollees are informed of the pathways of training towards qualification for licensure. The disclosure is to avoid confusion that may include misleading information such as, name of workshop that could imply approval by the Department of Education (DOE). The separate pathways are identified below:

- a. Workshop training is a pathway toward partial qualification for licensure and is limited only to the academic course of study and not the practical/clinical training;
- b. Institutional education from a DOE licensed school is another pathway. DOE school license requirements include general financial stability, adequacy of facility and equipment, preparation of school brochures and catalogs, surety bond requirements, fitness of school principal to operate a school, and may include a school inspection among other things.

COURSE CONTENT

Refer to Hawaii Administrative Rules, section 16-84-23(i), for the course content. Workshop enrollees who successfully complete a Board-approved workshop are then able to continue their education and training towards a Hawaii massage therapist license.

LAWS & RULES

Copies of the massage therapy laws, Chapter 452, Hawaii Revised Statutes, and rules, Chapter 84, Hawaii Administrative Rules, may be obtained by sending a written request to the Board's address below.

MAILING ADDRESS

Mail or deliver the completed application and required documents to:

Board of Massage Therapy
DCCA, PVL Licensing Branch or 335 Merchant St., Room 301
P.O. Box 3469
Honolulu, HI 96801 Honolulu, HI 96813

Phone: (808) 586-2699
Toll free voice access numbers for the neighbor islands:
Molokai & Lanai: 1-800-468-4644 ext. 6-2699
Hawaii: 974-4000 ext. 6-2699
Maui: 984-2400 ext. 6-2699
Kauai: 274-3141 ext. 6-2699

APPLICATION FEE

Attach \$50 for each workshop. The application fee is non-refundable. Make check payable to: Commerce & Consumer Affairs.

NOTE: *One of the numerous legal requirements that you must meet is the payment of fees as set forth in this application. You may be sent an approval notice before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your workshop will not be valid, and you may not conduct the workshop. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.*

If for any reason your application is denied, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that approves workshops, and must be made within 60 days of notification that your application for a license has been denied.

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APPROVAL

Please be advised that approval of the workshop is valid until June 30 of every even numbered year, and is only valid for the instructors, location, dates, and course (i.e., subject matter and hours) as stated on the application. Subsequent approval to conduct the same workshop at any other time prior to June 30 of every even numbered year is not required unless there is a change in the instructor(s), course, subject matter, or hours. If there is such a change, the Board's approval shall be invalidated and you will need to submit a new workshop application that shall be subject to the Board's approval.

Please be further advised that the licensed therapist instructor shall provide a completion certificate to any person who successfully completes the workshop. The certificate shall be signed by the instructor and include at the very least, the name of the student, name of the workshop, dates of the workshop, and total number of hours completed.

The Board may withdraw approval at any time for good cause and the provider and/or instructor may file an appeal in accordance with Hawaii Revised Statutes chapter 91.

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
BOARD OF MASSAGE THERAPY
P.O. Box 3469
Honolulu, Hawaii 96801

APPLICATION TO CONDUCT A MASSAGE THERAPY WORKSHOP		FOR OFFICE USE ONLY	Approval/date:	
Legal Name of Applicant:			Date Effective	License No.
Mailing Address:				
Telephone: MAT License No.:				
LEGAL NAME OF MATS WHO TEACH	MAT LICENSE NO.	Date of original License	Expiration Date of License	
Days and time of workshop:				
Start date of workshop:		Ending date of workshop:		
Name of massage establishment where training is to be held:		Massage Establishment Lic. No.: MAE -		
Address of Establishment (location):		Telephone No.:		
Course content of training including subjects and hours (refer to Hawaii Administrative Rules, section 16-84-23(i):				

Affidavit of Applicant:

I solemnly swear that the answers and statements on this application and on the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of permit (*Sec. 710-1017, Hawaii Revised Statutes*).

Date

Signature of Applicant

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT. THIS MAY RESULT IN THE APPLICANT HAVING TO DELAY COMMENCEMENT OF THE PROGRAM.

HAVE YOU REMEMBERED TO:

1. Sign your application.
2. Attach your check made payable to COMMERCE AND CONSUMER AFFAIRS in the amount of \$50 (nonrefundable application fee).